

QUALIFIED EVALUATORS

Principals, assistant principals, university faculty and other instructional leaders are eligible to serve as qualified evaluators. All designated observers must participate in required certification training and demonstrate proficiency in the NIET observation process by successfully completing an online certification test to be certified.

This online test consists of two parts:

1. Part One: Lesson Analysis

For this portion of the test, each applicant views a video of a teacher conducting a lesson, which they score using the performance indicators on the rubric. Scores for the "Lesson Analysis" part of the test are calculated by comparing the applicant's ratings against a benchmark rating for each indicator. The benchmark ratings are derived from the average of a team of expert raters' scores. There are passing metrics embedded into the programming of this assessment.

2. Part Two: Conference Plan

After viewing and scoring the lesson, each applicant will answer a series of questions about the post conference process. There are eight multiple choice questions.

Directions

You will need to log in to the SC Portal with the username and password provided. From the menu of choices listed, please select "Online Certification."

STEP 1a. OBSERVE A LESSON

First you will be asked to watch an entire video recorded lesson. Please note that you may pause the video momentarily, but it is required to view the entire video in order to evaluate it.



STEP 1b. EVALUATE THE LESSON

Having completed watching the video, you are now ready to evaluate it. When you click the NEXT button, you will be presented with the Instruction Rubric. Select the best score for each indicator.

When you click NEXT, your scores are compared to the team of raters' scores and when you receive a passing score, you are prompted to continue to Step 2.

STEP 2. POST-CONFERENCE

In this portion of the Observer Certification, you will be presented a series of questions regarding the post-conference. Upon successful completion of this step, you will be presented an opportunity to print your certificate!

IF YOU DO NOT PASS

If you do not successfully complete either portion of the process, you can retake the test in 24 hours. You are encouraged to take advantage of your online and printed resources to prepare for the next opportunity. You will have a maximum of 3 interactions with the testing materials before you are locked

out of the system. "Interactions" count as starting the test and then either failing or stopping the test in any fashion.

IF YOU HAVE TECHNICAL DIFFICULTY

Try the following trouble shooting tips:

- A) Check that your web browser is the most up-to-date version.

To ensure that the web browser you are using the most up-to-date version by visiting the below link while current in your default web browser:

<http://www.whatbrowser.org>

- B) If you believe you have a pop up blocker issue, please try the following tips:

1. Firefox

1. Click on the Open Menu button (it looks like 3 horizontal bars, located in the top right corner of the browser), then select Options (for Mac, start from the Firefox menu under the Finder and select Preferences). You can also use the Tools menu if you press F10 or the ALT key.
2. Click the Content tab.
3. The checkbox listed is Block pop-up windows; across from that click the Exceptions box.
4. Enter teachfortexas.org and click Allow, then OK (if applicable).

2. Safari

1. From the Safari menu, choose Preferences... and click the Security tab.
2. Ensure the Block pop-up windows option is not checked. Unchecking this option will allow pop-ups.
3. To block pop-ups once again, check the Block pop-up windows checkbox.

3. Chrome

1. Find a page that has pop-ups blocked for you.
2. At the end of the address bar, click on the pop-up blocker icon.
3. Click the link for the pop-up window you'd like to see.
4. To always see pop-ups for www.scadeptsupport.org, select "Always show pop-ups from www.scadeptsupport.org".

4. Internet Explorer

1. Please ensure that you are using either Mozilla Firefox or Safari Internet Browsers to view www.scadeptsupport.org in order to be able to view all of the content correctly. Internet Explorer tends to lend itself to having firewall issues.

- C) Finally, if you believe the issue is that your Adobe Flash Player needs to be updated, please follow the following steps:

- a. Please ensure that you have downloaded the latest version of Adobe Flash Player <http://get.adobe.com/flashplayer/>.
- b. Once you have downloaded Adobe Flash Player, you need to refresh the page by holding Control and clicking F5 in order for the browser to recognize that Flash has been installed.

If you are still experiencing technology issues, please contact us at support@niet.org or call us at (479) 249-8091. Our support team responds to user requests Monday – Friday 8:00 am CST – 5:30pm CST. Should you need support outside those hours please contact us so that we can see how we might be able to accommodate you.